

SIES College of Management Studies

Ethics Policy

1. Objective

Ethics is the parameter of socially acceptable behavior in the context of an organization. The ethics policy, therefore, defines what is expected behavior from various internal stakeholders. SIESCOMS, in line with the values of SIES, is a strong proponent of ethical standards of all its internal stakeholders comprising students, faculty and staff and believes in a zero-tolerance policy towards any departure from the acceptable norms.

2. Policy

2.1 Students:

Students are the most important internal stakeholders, and they are, in fact, the brand ambassadors, in the making of the institute. Therefore, there are high expectations from them in terms of ethical standards. Some the most important parameters in this regard include:

Discipline:

All students on campus are required to behave professionally with all other internal stakeholders including classmates, other students on campus, faculty, staff, and other persons like cleaning personnel and security guards.

Students are expected to be on time for attending all the classes barring unforeseen circumstance for which prior permission from the prescribed authorities (as per handbook given) needs to be taken.

Indulging in "ragging" or involving in such unprofessional behavior is prohibited and will immediately attract strictest punishment including rustication after enquiry.

Smoking or drinking, or taking any non-vegetarian food is prohibited inside the campus and students are required to adhere to this law for strict compliance.

Any unprofessional behavior towards the opposite sex (particularly the female students / faculty / staff) will automatically attract the provisions of POSH as per student handbook and disciplinary actions initiated.

Students are also advised to follow the guidelines regarding usage of service facilities like computer centers, library, entrepreneurship cell, etc. and see that all these are used in an optimum, objective, and rational manner.

Plagiarism:

SIESCOMS follows zero-tolerance toward plagiarism. A separate plagiarism policy has been devised in terms of UGC guidelines and circulated to all stakeholders. The students are advised to go through the same and see that these are strictly adhered to.

Upholding the Values and Integrity:

Students of SIESCOMS should be role models not only for their counterparts from other institutions but also public at large. In all their work they should, therefore, demonstrate a high degree of public value, sensitivity towards community issues / problems, empathy for social concerns, be true patriotic and uphold the integrity and values of "Mother India" in all their actions and deeds. They should be true torchbearers of freedom and lead the country to the next orbit of growth and prosperity.

2.2 Faculty:

Faculty are the center of growth of an educational institution, and they create its future brand value and destiny. They should, therefore, be the role model for students both inside and outside the classroom. Their behavior should, in the true sense, be as that of GURU and beyond any doubt by anyone. Some of the parameters in this regard include:

Discipline:

Faculty members should strictly follow the class timings. Classes are crucial for the learning processes of students and therefore, cancellations / swapping thereof, should be the last option, barring unforeseen circumstances. Proper rules, in such cases, as prescribed in SOP should be followed so that students are put to minimum inconvenience.

Behavior:

As mentioned earlier, teachers are role models. Their behavior particularly to the students at large should, therefore, be totally above any subjectivity, bias, or prejudice. All decisions taken including evaluation of assessments, should be after keeping in view the above yardstick in mind. Transparency in decision making, therefore, becomes crucial.

Further, faculty members are expected to behave like true GURUs to their students and all their actions / behaviors should be truly professional and beyond any scope for doubt or debate.

Plagiarism:

SIESCOMS follows zero-tolerance policy toward plagiarism. A separate plagiarism policy has been devised in terms of UGC guidelines and circulated to all stakeholders. The faculty are advised to go through the same and see that these are strictly adhered to. These guidelines related to scales of plagiarisms are applicable for faculty too.

Upholding the Values and Integrity:

Faculty of SIESCOMS should be the role model not only for their counterparts from other institutions but also public at large. In all their work they should, therefore, demonstrate a

high degree of public value, sensitivity towards community issues / problems, empathy for social concerns, be true patriotic and uphold the integrity and value of "Mother India" in all their actions and deeds.

2.3 Staff Members:

The word staff here includes the non-teaching and administrative staff of SIESCOMS. They play a crucial role in running the institute and therefore, should abide by the code of ethics. Some of the specific rules relating to them include:

Discipline:

All staff members should adhere to the office timings meticulously barring unforeseen circumstances. They should also follow office protocol and discipline standards in terms of the SOP.

Behavior:

Office staff happen to be the first point of contact in many activities / roles. The behavior of staff, therefore, facilitates creation of an impression about the institution at large in minds of the external stakeholders, particularly students and their parents. Code of ethics, therefore, prescribes a courteous behavior, prompt & proactive actions, and most importantly following the ethical standards of behaviors in terms of dealing with sensible issues including maintaining documents. They should follow high stands of ethical standards.

3. Conclusion:

SIESCOMS believes in high ethical standards on behalf of all its internal stakeholders. It envisages that all its internal stakeholders would take all decisions while keeping the "ethical filter" in mind. "Ethics First" should be the driving motto of all decisions.



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